



## UNITED STATES MARINE CORPS

4TH FORCE SERVICE SUPPORT GROUP  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY REFER TO:

1730.1

CHAP

5 Apr 04

### GROUP ORDER 1730.1

From: Commanding General  
To: Distribution List

Subj: LAY LEADER PROGRAM

Ref: (a) SECNAVINST 1730.7B  
(b) OPNAVINST 1730.1D  
(c) MCO 1730.6D  
(d) ForO 1730.1A

Encl: (1) Lay Leader Appointment Letter  
(2) Lay Leader Program Training Handout

1. Situation. Per references (a) through (d), the appointment of command representatives as lay leaders may enhance the morals, welfare and morale of military units. Lay Leaders are an integral part of a comprehensive Command Religious Program (CRP) in support of the religious needs and preferences for all members of the Naval service, eligible family members and other authorized personnel.

2. Mission. To assign responsibilities for Lay Leader support within 4th FSSG.

3. Definition. A Lay Leader is a trained and command-appointed volunteer (Officer or Enlisted) who facilitates, within the framework of the Command Religious Program (CRP), the free exercise of religion by providing a service consistent with their lay status, per reference (b).

4. Execution.

a. Commander's Intent and Concept of Operations.

(1) Commanders Intent. The standards and procedures established within this Order are intended to provide guiding influence in the assignment and training of Lay Leaders throughout 4th FSSG.

5 Apr 04

(2) Concept of Operations.

(a) The Lay Leader is a volunteer selected on the basis of high moral character, motivation and religious interest. The appointment conferred by the commander does not imply any civilian credential or approval. Upon assignment and receipt of a Lay Leader Appointment Letter, enclosure (1), Lay Leaders will serve for a limited appointment not to exceed one year. Lay Leaders' performance of duties will remain under the supervision of the Command Chaplain or Chaplain in the next higher headquarters and will be trained according to the Lay Leader Training Handout, enclosure (2). The appointment is terminated when there is no longer a need, in accordance with reference (c).

(b) The Lay-conducted services supplement the CRP and are an option driven by necessity only. It is not to be considered a substitute for divine services conducted by Chaplains or ordained civilian clergy, in accordance with reference (c).

b. Coordinating Instructions. Submit all recommendations concerning this Order to this Headquarters (Chaplain) via the chain of command.

4. Administration and Logistics

The Chaplain shall exercise oversight to ensure compliance with this instruction and implement the policy throughout 4th FSSG.

5. Command and Signal.

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to Active Duty and Marine Corps Reserve.



P. T. MCCLENAHAN

Sample Religious Lay Leader Appointment Letter

(UNIT HEADING)

1730

CHAP

Date

From: Commanding Officer

To: (Lay Leader's Name)

Subj: APPOINTMENT AS (RELIGION) LAY LEADER FOR (UNIT)

Ref: (a) SECNAVINST 1730.7B  
(b) OPNAVINST 1730.1D  
(c) MCO 1730.6D

1. In accordance with the references, you are hereby appointed as (religion) Lay Leader for (unit).
2. You will serve under the guidance of the Unit Chaplain to strengthen the Command Religious Program and carry out your duties to the best of your abilities according to your religious faith and in the highest traditions of the United States Marine Corps.
3. This appointment is in addition to your regular duties.

SIGNATURE

Copy to:  
Service Record  
Chaplain  
Service Member

Enclosure (1)

## Lay Leader Program Training Handout

What is a Lay Leader?

A Lay Leader is an enlisted or officer volunteer appointed by the Commanding Officer in order to assist the Chaplain in creating a more comprehensive Command Religious Program. Lay Leaders are especially important because of the many faith traditions represented in the military.

What is the mission of a Lay Leader?

A Lay Leader provides assistance to the Chaplain or other ordained clergy in worship services or, in the absence of clergy, may lead specific forms of public worship such as prayers or devotions for members of their own faith group.

A Lay Leader is not, however, a substitute Chaplain. A Lay Leader is not to preach, administer ordinances or sacraments nor engage in counseling or any other religious activity usually reserved for ordained clergy.

What are the qualifications for being a Lay Leader?

A Lay Leader should adhere to and consistently practice the traditions of his or her faith group. A Lay Leader should respect and not be judgmental in either word or action of the religious convictions of other faith groups. A Lay Leader should be enthusiastic and cooperative in encouraging persons of all faith groups to follow their religious traditions.

How does one become a Lay Leader?

Lay Leaders are normally appointed when a faith group is not represented. The appointment is made by the Commanding Officer and is typically limited in duration to one year. A Lay Leader appointment is voluntary and is considered an additional duty that must not interfere with primary duties.

How will a Lay Leader fit into a drill weekend?

The activity level for Lay Leaders will be minimal during most drill weekends. It may simply include communication with the Chaplain, and providing for the availability of religious literature. The value of securing the appointment of Lay Leaders now is that in the event of mobilization they will already be in

Enclosure (2)

place. Lay Leader involvement is likely to increase during Annual Training.

The command Chaplain will be responsible for training and supervising all appointed Lay Leaders. Lay Leaders will be expected to keep the Chaplain informed about their activities in support of the Command Religious Program. Communication via correspondence and telephone will be maximized when geographical distances separate the Chaplain and the Lay Leader.

The Ten Commandments for Lay Leaders:

1. Remember that responsibility for the Command Religious Program rests with the Commanding Officer. Do nothing that might discredit him or the command.
2. While your religious functions are carried out as a collateral duty, you have been appointed as Lay Leader by the Commanding Officer and you may assume that the command will cooperate in making it possible for you to conduct the scheduled services.
3. Never schedule an activity or change a scheduled activity without the permission of the command.
4. Whenever a Chaplain of your faith group is available, arrange for him or her to conduct worship, if possible. Advertise the availability of services of your faith group if they are at nearby units or chapels.
5. Seek a space for services which will be accessible, well ventilated, away from likelihood of disturbances, and that can be rigged to provide a reverent environment.
6. Seek a time that will ensure maximum opportunity for attendance and one that will least interfere with unit schedules.
7. Publicize the services widely.
8. Keep records and inform the command and Chaplain of attendance, requests, or any pertinent and helpful information.
9. In the field, prepare for the arrival of any Chaplain of your faith group who may visit. You may wish to invite the Chaplain to conduct worship services, lead Bible study, or other appropriate activities.
10. Remember, you are not a Chaplain. As a Lay Leader, you should

Enclosure (2)

only assume the role for which you have been appointed and trained.

How to be a successful Lay Leader:

The success of the Lay Leader depends primarily upon three things. First is the Lay Leader himself (or herself). Second is the support of the command. Third is the material that the Lay Leader is able to bring to the task. Factors in a successful program are:

1. Personal Enthusiasm: Nothing can foster enthusiasm like an enthusiastic individual! It is contagious!
2. Interfaith Awareness: Remember that you assist the Command Religious Program in facilitating prayer opportunity in the absence of a Chaplain. This is especially important, in view of the wide range of religious traditions. Of course, God is bigger than any form of worship, but we all have our own preferences. Try to meet as broad a range of worship needs as possible, yet remain true to your own.
3. Preparation: You have an exciting, factual, interesting subject of vital importance. Such a subject demands your best. Think enough of your task as a Lay Leader to spend some time in preparation. Know what is going to happen during the service. Read over the Scripture and plan ahead.
4. Personal Example: Live what you are. Your religion has no more eloquent example or spokesman than what your everyday life says about it. You don't have to be a "Holy Joe" that sometimes does more harm than good. You should strive to follow in practice what you do in worship.
5. Command Support: Remember that the ultimate responsibility for the religious and moral life of a command lies with the Commanding Officer. You are a representative of the command in this area; so seek assistance and support.
6. Get Some Help: Don't think that the services have to be all your own effort. Involve others. Let them read Scripture, pray, lead singing, or anything else necessary. Delegate and you will be twice blessed: in relief from some of the work and by helping others to become involved.
7. Use Your Chaplain: A Chaplain is assigned to the next senior level of command. The Chaplain has responsibility for supervision

Enclosure (2)

of the overall Command Religious Program. Be sure to keep the Chaplain informed. Let the Chaplain know of your problems, your successes, your ideas, and your needs. Visit the Chaplain's office whenever possible. Chaplains have the primary responsibility to provide worship. You facilitate worship in the Chaplain's absence with prayer and a religious service or devotion.

Enclosure (2)